

1.0 Division of Archives**Summary**

The Utah State Archives is the depository for official records of the State and its political subdivisions. It serves State government and the public by managing records created by the legislative, judicial, and executive branches of government. Records created by government agencies are divided into record series, or documents of like purpose, that reflect the various functions of the agency. These records contain information that document the actions of the organization and the people who work within it, such as correspondence, minutes of meetings, reports and other types of documentation.

The Division of Archives is the official custodian of all noncurrent public records of permanent value which are not required by law to remain in the custody of the agency of origin.

Utah Code 63-2-75 states:

"The archivist shall establish and administer in the executive branch of State government a records management program which will apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of State records."

The Division currently leases over 36,000 square feet in which over 80,000 cubic feet of records are maintained.

	FY 1999	FY 2000	
Financing	Estimated	Analyst	Difference
General Fund	\$1,789,700	\$1,792,200	\$2,500
Dedicated Credits	28,500	28,500	
Transfers/Other	11,500		(11,500)
Total	\$1,829,700	\$1,820,700	(\$9,000)
% Change	3.2%	(0.5%)	

	FY 1999	FY 2000	
Programs	Estimated	Analyst	Difference
Administration	\$432,500	\$434,900	\$2,400
Records Services	446,700	435,300	(11,400)
Preservation Services	249,400	249,400	
Records Analysis	354,100	354,100	
Reference Services	347,000	347,000	
Arrangement and Desc.	-	-	
Total	\$1,829,700	\$1,820,700	(\$9,000)

2.0 Budget Highlights: Division of Archives

2.1 Archives Expenses and the Courts

A large part of the expense incurred by the Division of Archives relates to the storage and retrieval of documents for the 3rd District Court. The Division of Archives is currently working with the 3rd District Court to find a more cost-effective way to store and access records.

2.2 Archives Warehousing to be reviewed for relocation to Draper

The Division of Archives is currently paying \$192,000 annually for records storage in the Decker Lake area of West Valley City. Last year, a suggestion was made to relocate Archives near the new building housing the Division of Fleet Operations. Currently DFCM is considering several alternatives to address space needs within the Division of Archives. The Analyst's recommendation for capital development planning includes \$40,000 to determine how to best address the space needs of the Division of Archives.

Related Issue

The federal government is developing a set of guidelines to help agencies cope with evaluating and managing electronic records, both for internal use and for public access. The National Archives and Records Administration (NARA) is forming an Electronic Records Work Group to review issues relating to the creation, maintenance and disposition of certain types of electronic information. Technology continues to provide upgraded methods of creating and storing documents. The Analyst trusts that the Division of Archives is cultivating every opportunity to minimize the amount of paper records they are storing.

3.0 Programs: Division of Archives**3.1 Administration****Recommendation**

The Analyst recommendation reflects a slight increase for the division of Archives resulting from an increase in Internal Service Fund rates.

	FY 1998	FY 1999	FY 2000	
Administration	Actual	Estimated	LFA	Difference
General Fund	\$430,800	\$432,500	\$434,900	\$2,400
Beginning Nonlapsing	2,800			
Total	\$433,600	\$432,500	\$434,900	\$2,400
Expenditures				
Personal Services	\$232,700	\$258,000	\$258,000	
Travel	5,100	5,100	5,100	
Current Expense	91,000	89,300	91,700	\$2,400
Data Processing	82,400	73,600	73,600	
Capital Outlay	15,200			
Pass-Through	7,200	6,500	6,500	
Total	\$433,600	\$432,500	\$434,900	\$2,400
Standard FTE	5.0	5.0	5.0	

Summary

The Administration Program provides financial management, strategic planning, organization development, and public relations for the Division. It is through this program that the Division plays a major role in the development of the State's system for the management of records storage. The Director of the Division serves on the State Data Processing Review Committee and also coordinates the efforts of other programs in the division as they relate to the management of public records. Statutory authority: 63-2-901.

3.2 Records Services**Recommendation**

The Analyst recommendation maintains the FY 1999 level of General Fund while noting a reduction in transfers.

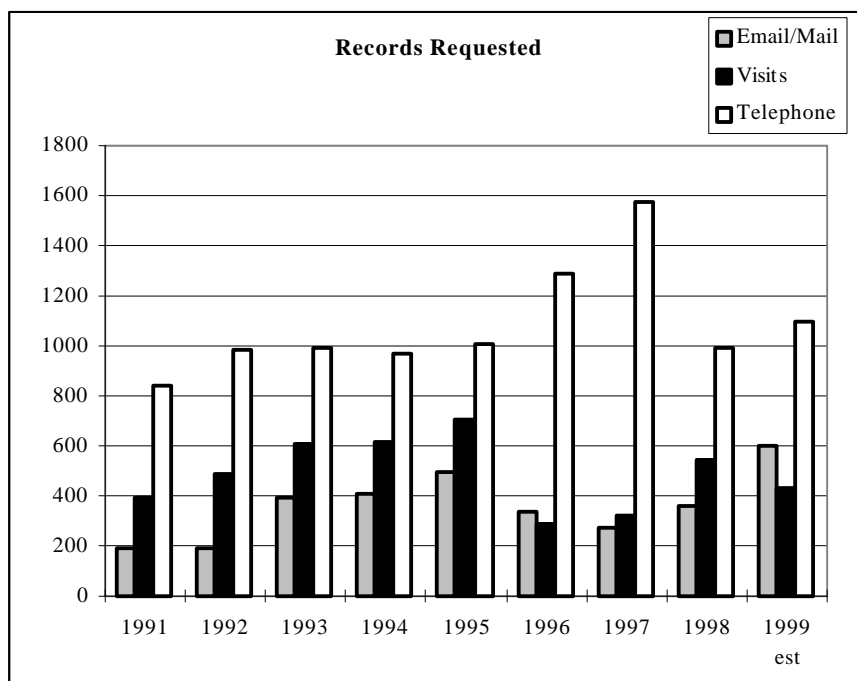
	FY 1998	FY 1999	FY 2000	
Records Services	Actual	Estimated	LFA	Difference
General Fund	\$442,900	\$430,200	\$430,300	\$100
Dedicated Credits		\$5,000	\$5,000	
Transfers		\$11,500		(11,500)
Total	\$442,900	\$446,700	\$435,300	(\$11,400)
Expenditures				
Personal Services	\$181,200	\$208,700	\$197,400	(11,300)
Travel	1,000			
Current Expense	241,300	238,000	237,900	(100)
Data Processing	6,700			
DP Capital	12,700			
Total	\$442,900	\$446,700	\$435,300	(\$11,400)
Standard FTE	5.5	5.5	5.5	

Summary

Records Services destroys records that are no longer needed, retrieves records for State agencies, and administers vault storage of the master microfilm. Dedicated Credits are payments from local governments to destroy records. The division currently leases 36,000 square feet in which approximately 80,000 cubic feet of public records are stored. Lease costs are averaging \$5.16 per square foot

Performance Measures

Telephone requests are again rising after the 1997 peak, and electronic requests have almost doubled in the last two years.



3.3 Preservation Services

Recommendation

The Analyst has recommended a level budget for this program.

	FY 1998	FY 1999	FY 2000	
	Actual	Estimated	LFA	Difference
Preservation Services				
General Fund	\$240,900	\$229,400	\$229,400	
Dedicated Credits	42,600	20,000	20,000	
Lapsing	(4,000)			
Total	\$279,500	\$249,400	\$249,400	
Expenditures				
Personal Services	\$196,300	\$216,300	\$216,300	
Travel	100	1,700	1,700	
Current Expense	41,500	31,400	31,400	
Capital Outlay	41,600			
Total	\$279,500	\$249,400	\$249,400	
Standard FTE	7.0	7.0	7.0	

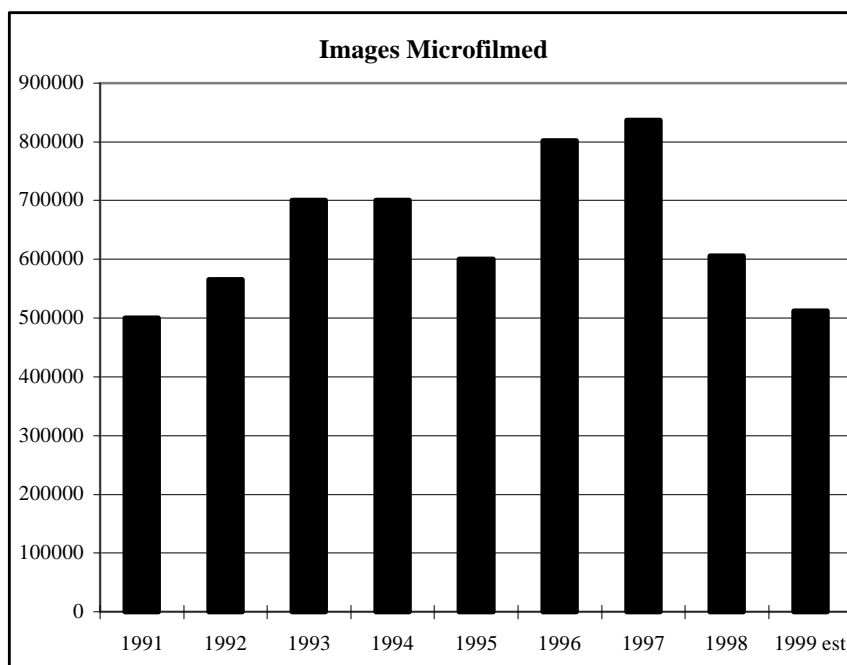
Summary

This program is responsible for providing microfilming services to State agencies and quality assurance to agencies that possess their own microfilm cameras. Consulting services are provided to all State agencies in their microfilming needs.

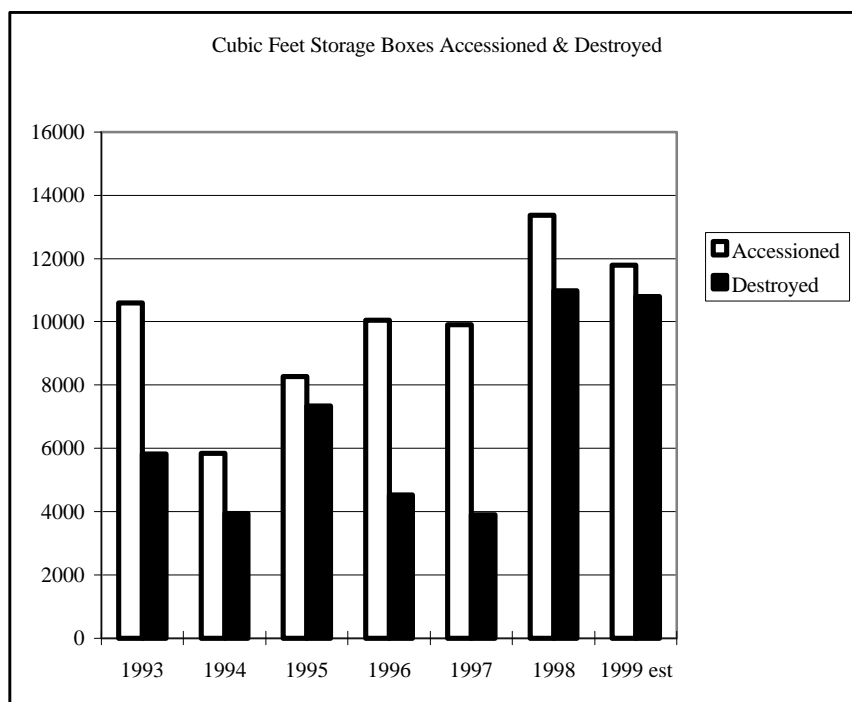
The items sold by State Archives primarily include copies of records, such as divorce decrees, military discharge records, and copies of microfilm records. Other state agencies as well as the general public obtain copies. The fees charged represent, as nearly as possible, the actual costs of State Archives in providing these services.

**Performance
Measures**

The current expense in this budget is mostly for microfilming.



Another significant area that impacts this budget is the cubic feet of storage boxes. Increases beginning in FY 1994 have leveled out slightly in recent years. However, the net increase each year continues to demand a significant amount of storage space



3.4 Records Analysis

Recommendation The Analyst is recommending a level base budget

3.4.1 Archives and Court Records

A large part of the expenses incurred by the Division of Archives is the result of retrieving and filing documents for the 3rd District Court. No other Court approaches the usage level of the 3rd District Court, and the Analyst believes that proximity is a large part of the reason for the high volume of traffic. The Analyst encourages the Division of Archives to work with the Court System to find more cost effective means of storage for active records.

3.4.2 Budget Highlights

The 1997 Legislature appropriated \$50,000 of the Archives budget as one-time. That funding was converted to ongoing in FY 1999. The FY 2000 budget recommendation reflects a level base.

	FY 1998	FY 1999	FY 2000	
Records Analysis	Actual	Estimated	LFA	Difference
General Fund	\$314,700	\$354,100	\$354,100	
Total	\$314,700	\$354,100	\$354,100	
Expenditures				
Personal Services	\$289,200	\$339,500	\$339,500	
Travel	5,500	4,100	4,100	
Current Expense	20,000	10,500	10,500	
Total	\$314,700	\$354,100	\$354,100	
Standard FTE				
	8.0	8.0	8.0	

Summary

The Records Analysis section of the Division of Archives provides consulting services to State agencies in the management of their records. This responsibility includes retention scheduling, freedom of information and privacy classification, staffing of the State Records Committee, and records and information management training.

3.5 Reference Services

Recommendation

The Analyst is recommending a level budget for FY 2000.

	FY 1998	FY 1999	FY 2000	
Reference Services	Actual	Actual	Actual	Difference
General Fund	\$297,800	\$343,500	\$343,500	
Dedicated Credits	5,100	3,500	3,500	
Total	\$302,900	\$347,000	\$347,000	
Expenditures				
Personal Services	\$294,500	\$342,800	\$342,800	
Travel	300			
Current Expense	7,900	4,200	4,200	
Data Processing	200			
Total	\$302,900	\$347,000	\$347,000	
Standard FTE	8.0	8.0	8.0	

Summary

This program is responsible for referencing all data managed by Archives currently in storage and developing “finding aids” to make existing materials more accessible to researchers. Dedicated Credits in this program are the result of sales of various publications and the providing of services to the public.

4.0 Tables: Division of Archives

	FY 1997	FY 1998	FY 1999	FY 2000
Financing	Actual	Actual	Estimated	Analyst
General Fund	\$1,640,700	\$1,727,100	\$1,789,700	\$1,792,200
General Fund (One-time)				
Total General Fund	\$1,640,700	\$1,727,100	\$1,789,700	\$1,792,200
Dedicated Credits	13,700	47,700	28,500	28,500
Transfers/Other			11,500	
Beginning Nonlapsing	2,800	2,800		
Closing Nonlapsing	(2,800)			
Lapsing	(7,900)	(4,000)		
Total	\$1,646,500	\$1,773,600	\$1,829,700	\$1,820,700
		7.7%	3.2%	(0.5%)

Programs	FY 1997	FY 1998	FY 1999	FY 2000
	Actual	Actual	Estimated	Analyst
Administration	\$407,700	\$433,600	\$432,500	\$434,900
Records Services	328,600	442,900	446,700	435,300
Preservation Services	263,200	279,500	249,400	249,400
Records Analysis	292,700	314,700	354,100	354,100
Reference Services	116,800	302,900	347,000	347,000
Arrangement and Desc.	237,500	0	0	0
Total	\$1,646,500	\$1,773,600	\$1,829,700	\$1,820,700

Expenditures				
Personal Services	\$1,217,600	\$1,193,900	\$1,365,300	\$1,354,000
In-State Travel	200	1,600	1,400	1,400
Out-of-State Travel	8,900	10,400	9,500	9,500
Subtotal Travel	\$9,100	\$12,000	\$10,900	\$10,900
Current Expense	316,800	401,700	373,400	375,700
Data Processing	89,500	89,300	73,600	73,600
DP Capital	0	12,700	0	0
Capital Outlay	5,800	56,800	0	0
Pass-Through	7,700	7,200	6,500	6,500
Total	\$1,646,500	\$1,773,600	\$1,829,700	\$1,820,700

FTE Standard	34.5	34.5	34.5	33.5
FTE Building Block	-	-	-	-
Total	34.5	34.5	34.5	33.5